



# SENIOR ANALYST

DEPARTMENT/UNIT	ClimateWorks Australia / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organizational and governance and structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

**Monash Sustainable Development Institute (MSDI)** is committed to sustainable development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI please visit our website.

**ClimateWorks Australia** bridges research and action, for system-level transitions to reach net zero emissions across Australia, Southeast Asia and the Pacific. We act as trusted advisers, influencing powerful decision-makers to reduce emissions at scale. ClimateWorks convenes and facilitates relationships with an international network of organisations that support effective policies, financing and action for emissions reductions.

ClimateWorks supports decision makers with tailored information and tools, working with key stakeholders to remove obstacles and help facilitate conditions that support the transition to a prosperous, net zero emissions future. Co-founded by The Myer Foundation and Monash University in 2009, ClimateWorks is a non-profit working within the Monash Sustainable Development Institute. To learn more about this work, visit [www.climateworksaustralia.org](http://www.climateworksaustralia.org).

## POSITION PURPOSE

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The **Senior Analyst** is responsible for developing impactful content through translating research, analysis and insights for ClimateWorks' initiatives within the Industry System team. They will generate reports and presentations based on their findings from identifying and reviewing reports and interviewing experts to gather data relevant to the projects.

The role will have an initial focus on the Australian Industry Energy Transitions Initiative (ETI) which aims to accelerate action towards achieving net zero emissions in Australia's key heavy industry supply chains. As part of the Australian Industry ETI's Engagement Team, the role will contribute to achieving the following objectives:

- To help achieve the desired systems change by producing and distributing impactful, strategic program communications and other informal outputs targeted at specific stakeholder groups as well as to shift the public narrative
- To strengthen an industry voice on net-zero supply chains by working with Australian Industry ETI participants to shape and promote a shared industry narrative on the feasibility and opportunities of a transition to net zero emissions supply chains

The Senior Analyst will work in close collaboration with ETI project stakeholders, both internal and external (business and government partners), to create and deliver outputs in accordance with agreed timeframes, design briefs and budgets. The Analyst will also work collaboratively with ClimateWorks' Centres of Excellence, particularly the Communications team to achieve targeted outcomes.

**Reporting Line:** The position reports to the Senior Project Manager (Engagement) under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Collaborate with internal and external stakeholders to translate project insights into high quality content designed to make an impact on target audiences, including business, government, media and the general public, through a variety of formats, including technical reports, data visualisations, concise position papers, ministerial briefings, and presentation slides for conferences
2. Develop and maintain a network of relevant stakeholders within the industry system and foster internal collaboration to ensure the successful delivery of outcomes
3. Develop work plans in line with the communications and engagement plan and manage the timely delivery of outcomes by undertaking regular monitoring of project schedules and risks
4. Support ClimateWorks to develop organisational knowledge and capability by actively supporting knowledge sharing initiatives and ensuring key project messages are delivered internally
5. Support decision making processes by actively participating in strategic discussions and impact monitoring, evaluation and learning in line with ClimateWorks strategy
6. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

## **Knowledge and Skills**

2. Proven experience in writing to influence a variety of audiences across business and government (e.g. journalism, public relations, marketing), including experience translating complex or technical information into engaging, easily understood content with an informative use of quantitative and qualitative data, visualisation skills, and excellent quality assurance skills
3. High level of analytical, conceptual, research and investigative skills including an ability to quickly assimilate new concepts and information and translate this work to develop impactful, targeted content to meet project requirements within a structured approach
4. Knowledge of the Australian heavy industry, resources and energy sectors; the relevant federal / state government policy landscapes including an understanding of the international context; and an understanding of the key climate change technologies and concepts most relevant to hard to abate industrial processes (such as electrification, circular economy, hydrogen technology, Carbon Capture Usage and Storage)
5. Highly developed planning and organisational skills, with experience establishing priorities and setting and meeting deadlines. A background of working on large, complex, multi-stakeholder programs would be advantageous
6. Highly developed relationship management skills, including the ability to interact, influence and negotiate at senior levels with a variety of stakeholders at all levels in the investment, corporate and government and non-government sectors. An existing professional network and profile in these sectors would be advantageous

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.